

5/2/08 Administrative Council Meeting Minutes

In attendance: Angie Atkins, Dr. Suzanne Bean, Lucy Betcher, Marty Brock, Bryant Cook, Dr. Eric Daffron, Cassie Derden, Dr. Pat Donat, Dr. Jim Fitzgerald, Carol Frazier, Melanie Freeman, Gail Gunter, Dr. Joyce Hunt, Angela Jones for Nora Miller, Larry Jones, Dr. Sandra Jordan, Dr. Claudia Limbert, Cay Lollar, Carla Lowery, Dan Miller, Tonya Moak, Dr. Barbara Moore, Brandon Newsome, Sirena Parker, Anika Perkins, Wahnee Sherman, Elbert Spruill for Robin Holliman, Eileen Van Der Weele, Dr. Bucky Wesley, Sam Wise, and Cathy Young.

Absent: Dr. Sheila Adams, Kristen Barnes, Dr. Gary Bouse, Roger Busby, Dave Haffly, Andrea Holcombe, Dr. Hal Jenkins, Dr. Dorothy Kerzel, Dr. Bridget Pieschel, Dr. Tom Richardson, Mary Margaret Roberts, Perry Sansing, Calvin Sellers, Amy Swingle, and Rhonda Thomas.

Dr. Claudia Limbert called the meeting to order.

The minutes from April 2008 were approved.

University Update -

Dr. Limbert reminded the group that MUW's budgeting process for FY 09 will begin soon and that follow-up to MUW 20/20 continues. She addressed both issues in her recent email to the campus, which was in response to the PIE Council report.

The Identity Committee will meet May 14, and the Communication Committee, which will be headed up by Dr. Gary Bouse, is being formed and will meet soon.

She has tried to be open with the campus about the current budget situation. She emphasized that the university needs to recruit more students, retain them, and move them along through graduation.

Academic Affairs Update -

Dr. Sandra Jordan reported that the task forces within Academic Affairs are completing their work and making recommendations. The reports from these task forces will be posted to the Academic Affairs webpage.

The Chorale will perform in Carnegie Hall in New York May 11.

Commencement is next weekend and will be a busy and exciting time on campus.

Academic Affairs is finishing up several hirings for faculty positions.

The Academic Affairs Faculty Recognition Ceremony served as a review of the annual goals and accomplishments for Academic Affairs. Reports were given by each of the college deans and center directors.

The Forensic Unit of the Columbus Police Department contacted the university about hosting forensic training on campus for participants from the southeastern United States. This training will take place during Christmas break.

She called on Dr. Eric Daffron to report on the Honors College. Dr. Daffron said that eight students presented their honors projects last night and did a very good job.

Dr. Daffron also reported that the Common Reading Initiative book for the fall will be "All Over but the Shoutin'" by Rick Bragg, who will visit campus three times. He encouraged everyone to read the book.

Dr. Suzanne Bean stated that the Center for Creative Learning received its official letter about grant money it would receive with that amount being \$286,000. The Center is preparing a budget on how it will spend the funds.

Finance and Administration Update -

In the absence of Nora Miller, Ms. Angela Jones reported that by the end of today, each budget unit manager should have received their budget forms for submitting requests for FY 2009 and FY 2010. They are asked to complete the forms with changes tied to the budget and planning priorities. MUW's summary budget information will be ready to submit to IHL on June 2, so each budget manager should meet with the dean or supervising cabinet member to review these requests in the next two weeks. As part of that discussion, each budget manager is asked to disclose how cuts of 5% would be allocated between major object codes. Academic Affairs has already been working on how 5% cuts would be addressed, so this would not be an additional 5%.

IHL should address tuition, room and board rates at the IHL Board meeting on May 22, and then there will be a very quick turn around time for MUW to get the summary budget information submitted to IHL by June 2.

Update sessions were held recently on travel, purchasing and procurement procedures. Regularly scheduled sessions on various topics will be held in the future on topics suggested.

The annual memo about cut-off dates for purchase orders will be sent soon. Banner rolls outstanding encumbrances to the following year, which means that purchase orders that are not closed out at the end of June will come out of next year's budget.

The university is waiting on IHL to address the "Emergency and Life Safety" requests that were submitted a couple of months ago. These will likely be addressed at the May IHL Board meeting. If the university is successful in getting the additional funding requested for Painter Hall, then the HVAC portion of this project will be rebid for work to be scheduled in December between semesters. If the university is not successful in obtaining additional funding, talks will continue with HUD officials to revise the scope to cover paint, whiteboards, carpet, blackout blinds, furniture, etc.

The interior repairs and renovation to the Fine Arts Building are 28% complete, with an expected on-time completion this fall.

The preplanning for the library expansion and renovation continues. The bond bill did not include any construction funding for this project. The Legislature restricted bond funding for emergency and life-safety issues and ongoing projects.

The good news is that the bond funding the university had to "borrow" from other projects to complete Fine Arts did not have to come from funds committed to Poindexter. A little over \$7 million in bonds is available for Poindexter with the estimated project budget over \$9 million. The Bureau claims that they can whittle that down. MUW's annual R & R visit from the Bureau, legislators, and IHL is scheduled for May 28, so some further discussion will take place by then.

Mr. Sam Wise said that phase one of the storm drainage and street repair is complete with phase two starting in two to three weeks.

Mr. Wise also said that Sodexo Facilities Management had its site visit from FMEP this week. It went very well, and he was very appreciative of all who participated. An IHL representative was present for the site visit and said MUW's visit was the best of the five universities in Mississippi to have visits.

Ms. Tonya Moak reminded everyone that the invoice approval process in Banner began yesterday. Ms. Eileen Van Der Weele added that this process will be more efficient than the previous method and that the new process is the standard for agencies using Banner.

Institutional Advancement Update -

In the absence of Dr. Bouse, Ms. Anika Perkins reported that invitations for the Communication Committee will go out next week.

Mary Margaret Roberts is now officially Director of Alumni Relations.

Institutional Advancement thanks everyone for their help with Homecoming 2008.

Student Services Update -

Dr. Bucky Wesley mentioned that for the month of April that Admissions was up in the number of contacts to potential students, but he is still seeing a downward trend in applications and acceptances.

New Student Orientation sessions will be held June 20 and 23, and Transfer Student Orientation sessions will be held June 19 and 24.

A Behavioral Intervention Team has been formed to review instances that might affect the campus. The group has attended some training sessions and will be attending more sessions. The

university already has been doing a good job in recognizing potential problems, but this new method of reporting will formalize how the reporting is done.

The webmaster has posted a student right-to-know page on the website, and he is preparing an emergency page to present to the President's Cabinet next week before it is posted. He soon will start work on updating MUW's homepage.

Students Services will hold its awards ceremony tonight.

Dr. Wesley's department is attempting to compile the total number of community services hours the university has contributed for the year so this information can be released to our community. Forms will be available next year so reporting of total number of service hours will be easier to compile.

Police Department/Human Resources Update -

In the absence of Mr. Perry Sansing, Ms. Melanie Freeman stated that the training survey is complete and her office hopes to schedule some workshops based on the results of the survey.

Minimum wage will increase to \$6.55 on July 20th, which will affect student worker budgets for the departments.

Faculty Senate Update -

Ms. Cathy Young said that the Faculty Senate held its last meeting for the semester last Friday. Dr. Limbert presented a university update at the meeting, and Dr. Daffron gave an update on the reading initiative.

The Faculty Senate elected its officers for the 2008-2009 academic year, and they are Ms. Cathy Young as president, Dr. Brian Anderson as Vice President, and Ms. Cathy Smith as secretary.

Staff Council Update -

Elbert Spruill said Staff Council is planning its annual spring luncheon for May 12, from 11:30 a.m. to 1:00 p.m., on the Demonstration School field.

The Staff Council is continuing its work on new employee orientation.

SGA Update -

Mr. Brandon Newsome said that SGA is planning to rearrange some of its committees.

Events planned for this next year are Bachelor Bid, Mr. W Pageant, and Jumping Jam.

Other News -

Dr. Limbert congratulated Wahnee Sherman for completing her doctoratal work.

Dr. Jordan reminded the group that the farewell reception for Dr. Pat Donat will be held this afternoon beginning at 3:30 p.m. in the Welty Board Room.